

Frequently Asked Renewal Questions and Answers

Q: When do Kentucky licenses expire?

A: All licenses (active/escrow) expire March 31st every year, and are to be renewed annually, by paying the renewal fees.

Q: Do all licensees pay a renewal fee?

A: Yes, whether Active or in Escrow renewal fees are paid each year by March 31st.

Q: When are renewal fees due?

A: All renewal fees are due postmarked on/before March 31st. Renewals received after the deadline date are subject to penalties. After March 31st \$100 penalty plus renewal fees. After May 15th the penalty increases to \$200 plus renewal fees.

Q: What is the cost of Renewal?

A: *Active Sales*-\$50 plus errors & omissions insurance. *Escrow Sales* = \$50
Active Brokers-\$55 plus errors & omissions insurance. *Escrow Sales* = \$55

Q: Can I pay renewal fees with cash or credit card?

A: No, at the present time fees must be paid either by personal check or money order, made payable to KREC.

Q: Who is the Check/Money Order made payable to?

A: Personal checks or money orders should be made payable to KREC (Kentucky Real Estate Commission).

Q: I have lost my renewal form, how do I receive a new one?

A: Principal Brokers may call the Commission and have a new one remailed to them. Escrowed licensees can send the proper fee either \$55-Broker \$50-Sales along with a hand written note stating they wish to renew the license in Escrow.

Q: I am an Escrowed licensee do I need to sign my renewal form?

A: Yes, if you are canceling the license or making any changes
No, if you are not making any changes

Q: As a Principal Broker what do I need to do to change the Company Name and/or Address?

A: The change should be noted on the renewal form in the appropriate section. Attach all licenses to the renewal and add \$10 per license to the total amount due.

Q: **As an Active licensee, how do I make a personal name change?**

A: Have the Principal Broker attach the license to the renewal form, along with written request from licensee (*may use fax-on-demand document #202 "Licensee Name Change" form*) add \$10.00 to the total amount due. (*attach all documents to the renewal form*). There is no charge for a home address change.

Q: **As an Escrowed licensee how do I make a personal name change?**

A: Make the change in the appropriate section on the renewal form and add \$10 for the change. There is no charge for a home address change.

Q: **I am an Active licensee, can I send my renewal payment directly to the Commission?**

A: No, Active licensees will pay renewal fees their Principal Broker.

Q: **As a Principal Broker what steps do I follow to Release a licensee?**

A: Principal Broker will sign the release statement on the back of the license and attach it to the renewal form. Do not pay for this individual. You will deduct and recalculate the total amount due to the Commission.

Q: **As a Principal Broker what steps do I follow to Accept a licensee transferring from another Firm/Broker?**

A: You should send a letter of Acceptance (*may use fax-on-demand document #200 "Transfer Request" form*). You will add the licensees name to the renewal form and recalculate your total amount due by adding the renewal fees plus the \$10.00 transfer fee.

Q: **I am an Active licensee, do I have to have errors & omissions insurance?**

A: Yes, all active licensees must be covered either by the Commission's group policy or through a Private Insurance Carrier.

Q: **What proof is needed for private insurance coverage?**

A: The Insurance Carrier will need to complete the "Certification of Coverage by Private Carrier" form. This form is available as a fax-on-demand (888-573-2329) document # 500.

Q: Can I as the Principal Broker complete the Escrow Account Verification Section on the renewal?

A: No, this section should only be completed by the Kentucky bank/financial institution where the Escrow Account is maintained.

Q: Can I have an Associate in my office sign the renewal form?

A: No, all Active renewals must be signed by the Principal Broker. Renewals not signed by the Principal Broker will be returned for corrections/signature.

Q: Can I send separate checks from all licensees in my office to pay their renewal fees?

A: No, Principal Brokers should collect renewal fees from associates and send one check for the entire amount due as indicated on the renewal form.

Q: I am an Out-of-State Principal Broker who maintains an Escrow Account in a bank that has offices in Kentucky and Out-of-State. Can the out-of-state branch complete the Escrow Account Section on the renewal?

A: No, the Escrow Account must show a Kentucky branch address. You may fax a copy of the renewal to the Kentucky branch and have them fax it back to you to attach to your renewal form.

Frequent reasons Renewals are returned for correction:

- 1) Check for renewal not signed
- 2) Renewal not signed by Principal Broker
- 3) Renewal received with no check
- 4) Escrow Account Verification was not signed by bank official
- 5) Renewal check written out on Escrow Account check
- 6) Error in re-calculation when changes made
- 7) Licenses not attached for changes being made
- 8) Firm Address Changed caused a different municipal tax rate
- 9) Private Insurance Carrier Certification not attached
- 10) Private Insurance Company not B+ rating
- 11) Deductible too high/limits too high